

CITY OF CARLSBAD



INVITES YOU
TO APPLY FOR

SECRETARY

MONTHLY SALARY RANGE:
\$3,154—\$3,834

COMPLETED APPLICATION
REQUIRED
FOR TEST ENTRANCE
ONE APPLICATION NEEDED

TEST DATE:
SATURDAY, SEPTEMBER 29, 2007



Interested parties will report with completed application to the Carlsbad Faraday Center, 1635 Faraday Ave, Carlsbad, CA 92008.

Applications will only be accepted on the test date.

The Position

Under general supervision, performs a variety of responsible secretarial duties and administrative tasks in support of department staff. Performs related responsibilities as required.

Secretary is the experienced journey-level class performing a wide variety of tasks, duties and responsibilities at an advanced technical skill level. Assignments may vary from general support of several staff to specialized support in a technical area. Employees are expected to perform independently under general supervision and are reviewed for end result or product.



The Ideal Candidate

The ideal candidate will have extensive experience working with the public in person and over the telephone. Must be dependable, able to provide high quality customer service, treat public and staff with courtesy, tact and friendliness; possess knowledge of Microsoft Word and Excel; must be detail-oriented, be able to work independently and possess good organizational skills. Be able to balance and perform multiple tasks simultaneously with constant interruptions. Apply and exercise discretion and judgment in resolving problems.

Examples of Duties

Provides direct secretarial support which may include, but is not limited to the following: answers phones and routes calls, makes referrals, answers questions and provides information; establishes and maintains a variety of files; composes correspondence and program advertisements; types, edits and prepares materials in appropriate formats; assembles and distributes correspondence; and performs a variety of other clerical tasks and provides support to staff.



Qualifications

Knowledge of: Standard secretarial and general office practices, methods and techniques including office equipment operation; proper English usage, grammar, punctuation and spelling; standard recordkeeping systems and procedures; preparation of complicated documents requiring specialized typing.

Skill in: Operation of a variety of office equipment, including a typing speed of 60 wpm at a net corrected speed.

San Diego Society For Human Resource Management

Workplace

Excellence





Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge, skills are qualifying. A typical background would include:

- Equivalent to completion of the twelfth grade, including or supplemented by specialized secretarial or business training.
- Two years of increasingly responsible clerical and secretarial experience.



Application & Test Process

Application materials are **required for admission to the test** and may be obtained from:

City of Carlsbad
Human Resources
1635 Faraday Avenue
Carlsbad, CA 92008

Phone (760) 602-2440
Fax (760) 602-8554
Job Line (760) 602-2480

www.carlsbadca.gov/hr

Test Date: Saturday, September 29, 2007

SIGN IN -7:30 AM – TEST 8:00 AM

or

Sign In 10:30 am – Test 11:00 am

Test is approximately 2 ½ hours long. Late attendees will not be admitted.

It is important that your application show all relevant education, training, experience, knowledge, abilities and skills you possess that qualify you for the position. Applications may be rejected if incomplete. All application materials will be reviewed in conjunction with test scores. Those deemed most highly qualified will be asked to participate in the selection process. The selection process may consist of a performance, written and/or oral exams. Those candidates who successfully complete the selection process will be placed on an eligibility list for one year. Reference checks will be conducted on final candidates. The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions in this bulletin may be modified or revoked without notice.

Phone (760) 602-2440
Job Line (760) 602-2480

City Mission Statement

Our mission is to provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work, and play in Carlsbad.

